King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.07.003 - **Field Training Program**	Approved By:	Director Allen Nance
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Purpose
To establish the criteria for the administration of the Field Training Program for Corrections Officers, Juvenile Detention Officers and Customer Service Specialist IIIs.

Policy
It is the policy of the department that new employees shall be given all available assistance and information regarding their duties during the Field Training Program. All new Corrections Officers, Juvenile Detention Officers and Customer Service Specialist IIIs shall be required to successfully complete the Field Training Program. Successful completion of the Field Training Program shall generally be accepted as the employee being "first day, solo capable."

References
Washington State Criminal Justice Training Commission Field Training Officer Academy
National Association of Field Training Officers

Online Database Reports: PowerReady
Daily Observation Report
New Employee Performance Checklist
Standardized Evaluation Guidelines
Weekly Sergeant's Report
Weekly Summary Report

Definitions
Departmental Training: Any training conducted or authorized by the King County Department of Adult and Juvenile Detention.
Field Training Officer (FTO): A selected and specially trained employee who is given the responsibility of training new employees. As used in this policy, FTO applies only to corrections officer, juvenile detention officer and customer service specialist III job classifications within the department. FTO duties are supplemental to the FTO's regular duties.
Field Training Program (FTP): A structured and controlled system used for training and evaluating new employees and for ensuring that a standard level of training is administered.
Training Sergeant: Tasked with the overall responsibility of the Adult Division Field Training Program. The training sergeant reports directly to the Captain responsible for the Policy and Training Unit.
FTO Supervisor: Tasked with the overall responsibility of the Juvenile Division Field Training Program. The FTO Supervisor reports directly to the Chief of Operations/Security.
First Day, Solo Capable: An employee possesses the minimum knowledge, skills, and

abilities to manage their first day alone without direct intervention from a mentor or supervisor.

A. General Guidelines

1. Department training shall be pertinent to the mission, operations, and job duties of King County Department of Adult and Juvenile Detention employees.
2. Field Training Officers shall:
   a. Provide the basic training framework, which enables student officers or new employees to smoothly transition into the department.
   b. Monitor, document, and evaluate the daily performance of each assigned employee utilizing the online database and any associated reports and/or checklists.
3. An employee selected as an FTO should meet or exceed the established criteria for assignment as an FTO.
4. FTO assignments shall be assigned without personal bias, based on business needs. The Department shall assign FTOs as needed, and determine the process used to select FTOs, the number of FTOs needed at any given time, the duration of all FTO assignments, and whether to add, modify, or remove individual FTO assignments.
5. The standard assignment to the FTP typically ranges from two weeks up to six weeks, depending on job classification.
6. Student officers and new employees shall always be under the immediate supervision of an FTO.
7. During the final week of field training, student officers may work within the FTO's line-of-sight monitoring, provided the FTO is close enough to speak and hear the student officer without the use of electronic means.
8. For the purposes of staffing a shift, the FTO and student are considered one employee.
9. The Captain responsible for the Policy and Training Unit or the Chief of Operations/Security, or their designee, may extend the length of the field training program when the employee's performance does not meet expectations.
   a. The initial extension decision shall be made by the Captain responsible for the Policy and Training Unit or the Chief of Operations/Security, or their designee.
   b. The initial extension will generally be two weeks long.
   c. Additional extensions to the training program shall be determined by the Division Major/Deputy Division Director and/or Facility Commander/Division Director based on written recommendations from the Policy and Training Sergeant/Chief of Operations/Security, supervisors, FTOs, and the Captain responsible for the Policy and Training Unit.
   d. Additional extensions beyond the initial two weeks, will usually be in increments of two weeks; however, a formal decision to retain, extend or graduate shall be made by the Facility Commander/Division Director.
   e. Disagreements on whether a particular employee should be extended will be resolved by the Deputy Director.
   f. In the case of represented staff, a bargaining unit representative must be notified if the field training period will be extended.

B. Selection of a Field Training Officer

1. The Department shall determine the number of FTOs needed at any time, and will consider an employee's schedule, leave, and number of students or potential students when determining whether to assign, extend, or end an FTO assignment. Each FTO shall, at a minimum, meet the following criteria:
   a. Have at least two years of uninterrupted employment with the department, or prior experience working and training, staff in a correctional setting approved on a case-by-case basis.
   b. FTO selection shall be based on the staff member's shift and/or assignment. Staff

members who are on a shift or assignment where they would not generally be able to train new staff will not be selected.

1) At the Adult Division these shifts include, but are not limited to, RJC3, Court Detail, Transport Coordinator, Training and Policy Unit, or any special assignment out of jail operations.
2) At the Juvenile Division these positions include, but are not limited to, the Policy Officer and the Safety Officer.

c. Upon selection the staff members must complete all required DAJD and King County ERSJ training.
d. Successfully complete the Washington State Criminal Justice Training Commission (WSCJTC) certified FTO course when scheduled to attend.
e. Demonstrate effective interpersonal, written and verbal communication skills.
f. Demonstrate the ability to teach and evaluate adult learners.
g. Have no disciplinary action taken against them in the 24 months immediately preceding the date of application.
h. Receive positive recommendations from their supervisors.
i. Attend at least one scheduled FTO meeting per calendar year.
j. Demonstrate strong knowledge of, and compliance with, department policies and procedures.
k. An FTO who, due to shift changes or absence loses FTO status, is eligible for reinstatement upon returning to assignments that qualify for FTO work and, within 6 months of that return, the employee submits a written request.

2. Applications for FTO assignment shall be reviewed for recommendations by the Captain responsible for the Policy and Training unit/Chief of Operations/Security and selections shall be made by the two Adult Division Commanders /the Juvenile Division Deputy Division Director and the Deputy Director/Division Director.

C. Training Sergeant/FTO Supervisor Responsibilities

The Training Sergeant/FTO Supervisor shall:

1. Manage, monitor, and maintain the FTP.
2. Provide guidance and management of personnel involved in the program.
3. Review and implement program changes.
4. Provide ongoing updates to senior management concerning the FTP, to include the following information:
   a. Numbers of FTOs and employees participating in the FTP.
   b. Training content/curriculums.
   c. Summary of scores attained.
   d. Actions taken with any student officer, new employee(s), or trainer that did not meet expectations.
   e. Changes made or recommended to the program.
   f. Other pertinent information.
5. Ensure that employees selected as an FTO complete all training requirements.
6. Ensure that employees selected as an FTO attend and complete:
   a. DAJD's FTO training program.
   b. The Washington State Criminal Justice Training Commission (WSCJTC) certified FTO training course when scheduled to attend.
7. Maintain an updated roster of all certified and active FTOs and send all updates to the Captain responsible for the Policy and Training Unit/Chief of Operations/Security, who will verify and send to the Payroll Unit as needed.
8. Work collectively with the Captain responsible for the Policy and Training Unit/Chief of Operations/Security, shift commanders, supervisors and training officers to

coordinate the assignments of FTOs, student officers, and new employees.

9. Publish the FTO schedule and notify those assigned as required by the provision of collective bargaining agreements.
10. Monitor the training of student officers and new employees assigned to the FTP.
11. Assist the trainers in providing ongoing support as needed.
12. Facilitate and attend quarterly shift FTO meetings.
13. Maintain all FTP records in a secure area.
14. Recommend, when necessary, to the Division Major/Deputy Division Director the removal of an FTO from the program for violating any part of the FTP's established guidelines.

D. New Employee Responsibilities

The new employee shall:

1. Be responsible for successfully completing the FTP.
2. Comply with all King County and department policies, procedures, and applicable employment codes.
3. Review all reports (daily and weekly), and electronically sign each one, acknowledging the review.
4. Perform all tasks as required by the FTO, Training Sergeant/FTO Supervisor, and shift supervisors.
5. Ask for additional training when they feel it's necessary.
6. Advocate for their own training and success by communicating and documenting concerns with their progress.

E. Field Training Officer's Responsibilities

All FTOs shall:

1. Attend scheduled FTO meetings.
2. Possess the skills necessary to communicate the material new employees need to learn. These skills should include, but are not limited to:
   a. Knowledge of and ability to explain current policies and procedures.
   b. Knowledge of and ability to explain all DAJD rules, regulations and expectations.
   c. Knowledge of and ability to utilize adult learning principles.
   d. Knowledge of and ability to explain the use of force continuum.
   e. Knowledge of and ability to access the digital learning systems utilized by DAJD.
3. Comply with King County and department policies and procedures.
4. Complete all supervisory ERSJ training within 6 months of being appointed.
5. Immediately upon assignment with a student officer or new employee, thoroughly brief them on the expectations and conduct of the FTP including daily performance expectations and schedule of events.
6. Instruct, review, and evaluate the new employee's performance in accordance with directives from the training sergeant.
7. Prepare and submit Daily Observation Reports using the online database or FTP forms within 24 hours of shift completion.
   a. If there are extenuating circumstances which preclude the completion of the Daily Observation Report, they shall be reported to the Training Sergeant/FTO Supervisor.
8. Discuss the Daily Observation Report with the new employee.
9. Ensure confidentiality of all records.
10. Perform all other tasks as required by the Training Sergeant/FTO Supervisor or shift supervisors.

F. Shift Sergeant/Supervisor Responsibilities

The shift sergeant/supervisor shall:

1. Act as a liaison between the shift commander/Chief of Operations/Security and the FTO.
2. Be familiar with the Standardized Evaluation Guideline (SEG) Rating Process.
3. Ensure that FTOs use the same criteria for evaluating each student officer or new employee assigned.
4. Ensure the FTO, student officer, or new employee are relieved from their duty post 20 minutes prior to the end of shift each day. If an FTO is unable to be relieved from their duty post, the shift commander or supervisor may authorize up to 20 minutes of overtime for the FTO, student officer, or new employee each day, so that the required forms and discussions can be completed.
5. Confer regularly with all field training officers assigned to their shift.
6. Confer with the Training Sergeant/FTO Supervisor when concerns about a specific FTO arise.
7. Confer with the shift commander/supervisor and respective FTOs about the training needs of individual student officers, or new employees.
8. Assist in scheduling post assignments as requested by the Policy and Training Unit/FTO Supervisor.
9. Ensure the confidentiality of all records.

G. Shift Commander/Administrator's Responsibilities

The shift commander/administrator shall:

1. Consult with the shift sergeant/supervisor and the FTO regarding duty assignments needed for training purposes.
2. Ensure that student officers and/or new employees are assigned only to certified FTOs, except in extreme circumstances.
3. Recommend (via the Captain responsible for the Policy and Training Unit/Chief of Operations/Security) to the Division Major/Deputy Division Director if an FTO needs to be removed from the program.
4. Ensure the confidentiality of all records.

H. Responsibilities of the Captain Responsible for the Policy and Training Unit/Chief of Operations/Security

The Captain responsible for the Policy and Training Unit/Chief of Operations/Security shall:

1. Verify FTO list updates and send to the Payroll Unit.
2. Act as a liaison between the Policy and Training Unit and Operations.
3. Ensuring a reasonably balanced distribution of student assignments.
4. Recommend to the Division Major/Deputy Division Director if an FTO needs to be removed from the program.
5. Be responsible for the decision to extend a trainee for their first extension on the field training program.
6. Act as a liaison between the Policy and Training Unit/FTO Supervisor and Senior Management for decisions regarding additional extensions, graduation, or termination, from the field training program.

I. Removal of FTO Status

1. The Department may reduce or eliminate the number of FTO positions at any time for business reasons. In such a reduction, the County will select remaining FTOs at its discretion, and will consider among other factors, performance and seniority.
2. A Major/Deputy Division Director may also end an FTO assignment for performance deficiencies which may include, but are not limited to:
   a. Inability to complete any phase of training required to become an FTO.
   b. Failure to perform all the essential functions of an FTO as described in the policy.

   c. Not performing FTO responsibilities in a manner consistent with county and department policies and procedures.
   d. Code of Conduct violations.
   e. The written recommendation of a supervisor.
3. An FTO who is removed for performance issues may appeal this decision to the appropriate Facility Commander/Division Director and, if further appeal is requested, to the Deputy Director.
4. An FTO may request, in writing, to the Training Sergeant/FTO Supervisor, a break from the training program and assignment as an FTO.
   a. Generally, a break from the program of no more than 30 days will be permitted once per calendar year, unless extenuating circumstances are documented.
   b. Any breaks of longer than 30 days, or more than once per calendar year will result in the removal of the FTO status.
5. FTO status shall be removed when a staff member transfers to a shift or assignment where they would not generally be able to train new staff.
   a. At the Adult Division, these shifts include, but are not limited to, RJC3, Court Detail, Transport Coordinator, Training, Policy.
   b. At the Juvenile Divisions, these positions include, but are not limited to, the Policy Officer and Safety Officer.
6. FTO status shall be ended when the department becomes aware that an employee's absence will exceed 30 consecutive calendar days, or the absence has exceeded 30 calendar days, whichever occurs first.
7. Dismissal for cause letters shall be forwarded to the personnel section for inclusion in the employee's personnel file.